



UNIVERSITY OF
SOUTH ALABAMA

IRB SOP 106
Training and Education

Purpose

Training of Institutional Review Board (IRB) staff and members is essential for the IRB to fulfill its mandate to protect the rights and welfare of research subjects consistently throughout the University of South Alabama research community. In addition, it is the responsibility of the IRB chair, Office of Research Compliance and administrative staff for educating the members of its research community in order to establish and maintain a culture of compliance with regulations and institutional policies relevant to human subject protections.

Policy

IRB members and IRB Chairs are expected to attend new member orientation and attend ongoing educational outreach training. When appropriate, education pertaining to existing or new IRB policies and procedures will be presented at a convened meeting. Training materials are accessible via a secured University Google Drive account. The Office of Research Compliance and Assurance in conjunction with the IRB establishes the educational and training requirements. IRB staff and members will receive initial and ongoing training regarding the responsible review and oversight of research and all policies and accompanying procedures.

Procedures

1. IRB Staff Training

1.1. IRB staff will complete training in the protection of human research subjects. IRB staff may complete any of the training options offered for researchers that are approved by the USA IRB.

1.2. IRB staff will receive initial and ongoing training in the areas germane to their responsibilities, including all Standard Operating Policies and Procedures (SOPs).

1.3. IRB staff will be encouraged to attend workshops and other educational opportunities focused on IRB functions and human subject research.

2. IRB Member Training

2.1. IRB members will complete training in the protection of human research subjects. IRB members may complete any of the training options offered for researchers that are approved by the USA IRB.

2.2. IRB members will participate in initial and ongoing training in areas germane to their responsibilities.

2.3. IRB members will be encouraged to attend workshops and other educational opportunities focused on IRB functions and human subject research. The University of South Alabama will support such activities to the extent possible and as appropriate for member responsibilities.

3. Investigator and Study Personnel Training

3.1. All USA Investigators and key research personnel must complete training as required by the USA IRB. The training curriculum is defined according to role(s) carried out in the conduct of the research. The human subject's education and training requirements are posted on the [USA Human Subjects Training website](#).

3.1.1. Investigators and key study personnel must provide a certification of completion to the USA IRB as part of review and approval process. Training documentation is uploaded in IRBNet online management system within the user profile.

3.2. The Office of the Research Compliance and Assurance offers several continuing education and training opportunities, to include undergraduate and graduate classroom lectures, designed to support, develop and maintain a standardized body of knowledge, best practice and facilitating the IRB submission process for all research personnel.

HISTORY

Effective Date:

Revisions: October, 2018